

# Document Receipt Acknowledgement

Date: \_\_\_\_\_  
Name of Recipient: \_\_\_\_\_  
Department/Position: \_\_\_\_\_

## Details of Document Received

Document Title/Description: \_\_\_\_\_  
Document Number (if applicable): \_\_\_\_\_  
Number of Pages/Items: \_\_\_\_\_  
Other Details: \_\_\_\_\_  
Received From (name/department): \_\_\_\_\_

## Recipient Acknowledgement

I hereby acknowledge the receipt of the above-mentioned document(s) on the date stated. I acknowledge that I am responsible for retaining and, if required, returning the document(s) in good condition.

Recipient Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

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## Important Notes

- This receipt serves as proof that the specified documents have been delivered to and received by the recipient.
- Ensure both parties retain a signed copy for their records.
- Accurate details help prevent disputes regarding document delivery and content.
- Acknowledgement does not imply acceptance of the document's content, only receipt.